

**CONFIDENTIAL**

Chief, Plans and Policy Staff

24 May 1960

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**Guide for Preparation of Letters to DOD Schools**

1. Attached is a suggested guide for the preparation of post-presentation letters from DTR to the Commandants of the various service schools after CIA speakers have appeared at the school in question. It is suggested the speakers be shown a copy of this guide before going to the school and asked to report back to DTR after their return for purposes of giving appropriate details for inclusion in the letter and their own reactions to the effectiveness of their presentation as demonstrated by class reaction.

2. It is further suggested that in all possible cases there be a dry run of the proposed instruction before an OTR review board to insure the appropriateness and adequate preparation of the proposed presentation before the speakers visit the schools.

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Attachment  
As stated above

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